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DON Transitions to Electronic Personnel Records

The Department of the Navy (DON) has completed the process of converting millions of paper-based personnel records to electronic files. This was part of the DON's effort to implement electronic Official Personnel Folders (eOPFs) across the enterprise.

Current paper-based Official Personnel Folders (OPFs) contain records that cover an employee's work history. Converting to electronic records not only maximizes available technology, but also enables immediate 24/7 access for employees, hiring managers and human resources professionals to critical personnel documents online through a secure internet connection.

Transitioning to electronic personnel folders also:

- ☐ Enhances portability and security of employee personnel records
- ☐ Increases employee awareness and accountability via automatic email notifications
- ☐ Reduces costs associated with storage, maintenance and retrieval of records
- ☐ Eases transfer of pertinent human resource data when an employee changes positions both within and outside the DON
- ☐ Integrates and complements agency human resources information systems capabilities
- ☐ Eliminates loss of an employee's OPF in filing and routing
- ☐ Immediate access to OPF files and information for a geographically dispersed workforce

The DON has been implementing the transition to eOPFs in multiple phases. Due to blank email addresses remaining in the system, there will be some employees who won't have access to their eOPFs until the eOPF system is fully set up by 30 September 2014.

Because of budget constraints, the DON originally estimated this effort to take five years to complete. However, the DON was able to expedite the scanning. Employees who cannot access their eOPFs should verify and validate their email addresses contained in their MY BIZ accounts. Email addresses can be either personal or business.



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Information on the status of the eOPF process and next steps are available at

https://www.portal.navy.mil/donhr/OCHRHQ/Documents/eOPF%20FactSheet_CEB_april_2014.pdf.

A fact sheet on the eOPF initiative also is available on the DON Office of Civilian Human Resources CAC-enabled intranet. Questions may be sent to DONeopf@navy.mil.